

FSC-181-A

April 19, 1994

TO ALL REGION OPERATIONS MANAGERS

Subject: Focus Program

In order to assist your handling of the Focus Program, you are being provided the following:

- Additional Program Questions and Answers
- Sales Information Confidentiality Statement
- Excel Program Plan B Account Administration

Listed below is an overview of the above documents:

Questions and Answers (Exhibit I)

- A summary of some of the most frequently asked questions with answers regarding Focus.

Sales Information Confidentiality Statement (Exhibit II)

- Some of our Plan A participants have requested a statement from RJR to assure them of the confidential treatment we will give the sales information they submit. You may provide this as our corporate Confidentiality Statement upon the customers request.

Excel Program Plan B Account Administration

- Following this document, we are transmitting to your office via E-mail, two Excel files that may be used to assist you in the administration of Focus Program for Plan B accounts. After receiving the two E-mail files, "Focus1B.XLT" and "Focus2B.XLT," copy them to the C:\Data\EXCEL directory.

Files: "Focus1B.XLT" and "Focus2B.XLT"

The above files are Excel template files. When these files are accessed, only a copy is opened. This will insure that you will always have a clean "master" file to use for each account.

To access these files:

- Open Excel from Program Manager.
- Open desired file (either Focus1B.XLT and "Focus2B.XLT")

After completion of the input (instructions attached), click <FILE> <SAVE AS> to save your file with an appropriate filename. It will be easier to access these files in the future if you save them with an abbreviated name of the account. Remember, filenames may only be 8 characters or less, no spaces. (Example: JOESWHL.S.XLS)

Files should be saved to the "A" drive on diskette(s) to alleviate computer space issues. Files should be printed only after they are saved with appropriate names (Use <FILE> <SAVE AS>).

Should you have any questions, please contact Fred Baumann at extension 7149.

R. J. REYNOLDS TOBACCO COMPANY
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Attachment

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